



CITY OF DETROIT
Buildings, Safety Engineering and Environmental Department
Room 401, Coleman A. Young Municipal Center
Two Woodward Avenue Detroit Michigan 48226
(313) 224-3121 or (313) 224-3122

How to Obtain the Affidavit of Compliance Responsibility - ACR

1. The seller or an authorized applicant applies for a pre-sale inspection pursuant to "Chapter 26, Article III of the 1984 Detroit City Code as amended, *Sales or Conveyances of One or Two Family Dwellings*".
2. The inspection is performed, and the report is delivered to the named applicant or seller, if deficiencies were found. If no deficiencies were found, a Certificate of Approval is issued to the applicant or owner.

Note: No "ACR" is necessary at this point.

3. If the seller delivers the inspection report to the purchaser, the purchaser must bring this report and government-issued I.D. to room 401, Coleman A. Young Municipal Center (C.A.Y.M.C.), Two Woodward, Detroit, 48226. If the purchaser agrees to accept responsibility for the requirements of the report, an ACR is signed by the purchaser **only** in the presence of a Buildings, Safety Engineering and Environmental representative.

Note: The ACR is valid for Six (6) months from the date of issuance of the inspection report.

4. If the purchaser (ACR signer) intends to occupy the dwelling while making repairs, the purchaser (ACR signer) may request a TOP (Temporary Occupancy Permit). The TOP will be issued if no emergency conditions exist and all utilities are in operation.

Note: The TOP is issued only to an owner-occupant, and does not cover tenants.

5. The purchaser (ACR signer) will be issued one sealed copy of the ACR, and a copy of the TOP (if applicable) to take to the closing. Most mortgage companies and title companies will accept these documents as adequate to close the house sale.

Note: Some mortgage companies or banks require the final certificate of approval to close. (Check with your agent or mortgage officer).

6. The purchaser (ACR signer) is responsible for all deficiencies listed on the inspection report, including items requiring trade permits, old rental or maintenance inspection fees, and re-inspection fees.

Note: Failure to obtain the Certificate of Approval may result in court action including criminal Misdemeanor, punishable by a fine not exceeding five hundred dollars (\$500.00) or by imprisonment not to exceed ninety (90) days, or by both such fine and imprisonment in the discretion of the court, for each such offense.